

# HHS Conference Procurement and Planning Toolkit

## *Procurement and Planning Requirements and Guidance for Conference Hosts*

### Background:

**Authors:** The U.S. Department of Health and Human Services (HHS) Conference Workgroup has compiled the HHS Conference Procurement and Planning Toolkit to provide conference procurement and planning requirements and guidance for HHS Operating Divisions (OPDIVs) and Staff Division (STAFFDIVs). Date: June 4, 2014.

**Approach:** The guidance is based on research and analysis of existing HHS conference procurement approaches and interviews with subject matter experts on federal conferences. Research focused on understanding conference cost drivers, analyzing rates and options offered by D.C.-area conference venues, gathering best practices in conference planning, identifying models of efficient conference spending within HHS, highlighting various conference contract vehicles currently within HHS, and synthesizing Departmental guidance and requirements for HHS hosted conferences to drive more efficient conference spending.

### Findings:

- Based on research with subject matter experts, it is the opinion of the HHS Conference Workgroup that securing the best possible pricing and ensuring that the terms of a venue or event planning agreement sufficiently limit the government's liability requires programmatic and contracting (officer) expertise.
- It is general industry knowledge that government staff vary greatly in their level of skill and knowledge to effectively negotiate with an event planner or a venue. Event planners and venues could take advantage of this when working directly with government staff who are unfamiliar with conference and hotel economics and cost drivers.
- Therefore, utilizing one of the existing HHS conference contract vehicles will help streamline your acquisition team's efforts and expedite the time needed by the Contracting Officer to make an award. In addition, managing more HHS conference activity as a portfolio and increasing the volume of use of standard HHS conference contract vehicles as a strategic source may help drive more efficient conference spending.

### Topics in this Guide:

[Chapter I](#) – HHS Conference Standard Operating Procedure

[Chapter II](#) – Conference Cost Drivers

[Chapter III](#) – Programmatic Considerations

[Chapter IV](#) – Contracting Considerations

Appendices:

- [HHS Conference and Meeting Planning Checklists](#)
- [Menu of Options for HHS Conference Vehicles](#)

Attachment:

- [List of DC-Area Federal Conference Venues](#)

# Chapter I – HHS Conference Standard Operating Procedure

When planning a conference and procuring related services, follow the Standard Operating Procedure (SOP) below to help ensure efficient spending and policy compliance.

## Planning

1. **Review and follow the recommendations** in the HHS Conference Planning and Procurement Toolkit.
2. **Start planning early**, no less than 180 days before the event.
3. **Focus on the minimum requirements necessary** for your conference when developing your conference statement of work (SOW). The NIHCATS II website offers an [example conference SOW](#).
4. **Use conference planning and on-site support contractors.** Avoid using general program support, technical assistance, scientific or research contractors for the logistical aspects of your conferences (conference planning and on-site support) or to procure a venue.
5. **Apply strategic sourcing principles to your procurement decisions.**

- a. For large-attendance conferences where planning and on-site logistics support is needed, consider the [NIH Conference, Administrative, and Travel Services \(NIHCATS II\) contracts](#).

**Note:** OPDIVs with their own internal conference contract vehicles (AHRQ, FDA and HRSA) are not required to use NIHCATS II.

- b. For smaller-scale events where conference planning and logistics support are not required, conduct a market analysis (with assistance from your contracting officer) to ensure you are getting reasonable rates.
  - i. Review the [List of DCA-Area Federal Conference Venues](#) and contact those that may meet your needs.
  - ii. Use GSA's [FedRooms Groups and Meetings Tool](#) to do market research efficiently. It is a free tool that allows users to enter requirements and receive quotes from hotels for conferences and meetings.
  - iii. If a federal venue is not an option, review the rates negotiated under the HRSA conference BPA as benchmarks (see Section 4.1.2). While only HRSA can currently use this BPA, other OPDIVs/STAFFDIVs should be able to get similar rates for similar requirements.
- c. Use small businesses and firm-fixed price contracts to the maximum extent practicable.

## Venue Agreements

6. **All conference venue agreements, whether negotiated directly or by a conference support contractor on behalf of HHS, must meet the following requirements:**

- a. Incorporate the approved Force Majeure and other HHS standard contract terms (see [Section 4.3](#) of the toolkit).
- b. Be consistent with the guidance and Cancellation Matrix in [Section 4.3.1](#) of this guide. If you have questions, seek advice from the Office of the General Counsel or Acquisition Policy experts.
- c. Accepting complimentary services or rooms which do not benefit the entire body of the conference **may violate HHS Ethics rules and principles**.

## Equipment

- 7. **When contracting for Audio/Visual (A/V) services, either directly with an A/V provider, through a venue, or through your conference support contractor:**
  - a. Use the GSA Schedule to benchmark prices before engaging with a potential A/V vendor.
    - i. Recognize that GSA prices are typically set at a quality of one, and are therefore discounted during competition/negotiations and when buying in volume.
    - ii. For help interpreting GSA Schedule pricing, contact GSA's helpdesk at (800) 488-3111 or by email: [mashelpdesk@gsa.gov](mailto:mashelpdesk@gsa.gov).
  - b. If your conference venue offers A/V services, ask for a cost breakdown to determine if rates are reasonable and if using an A/V source not affiliated with your venue would be a better value.

## Don'ts

- 8. **When dealing with conference-related contractors of any kind, follow these guidelines:**
  - a. Do not share your budget with venues or event planners. Discuss your requirements with your acquisition team and have your contracting officer ask for a proposal.
  - b. Do not hold sleeping rooms or conference facilities on a purchase card before signing a contract with a vendor that includes the required HHS standard terms.

## Chapter II – Conference Cost Drivers and Tips for Efficient Spending

This chapter highlights major contributing factors to conference total costs and provides tips on how to minimize spending while still meeting core conference requirements. **This chapter is relevant for both contract and program staff.**

### Topics in this section:

- [Conferences/meetings that last more than one day](#)
- [Schedule Impacts](#)
- [Location](#)
- [Food and Beverages](#)
- [Resort Options](#)
- [AV and Technologies](#)
- [Negotiating Recurring Events and/or Venues](#)
- [Know the Market Value](#)

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The following factors have been identified as contributing to conference costs. Consider these tips when conducting market research and defining your requirement to help minimize conference expenses.

### Conferences/meetings that last more than one day

- Booking overnight hotel guest rooms often leads to better rates for the meeting space.
  - **TIP:** If your meeting requires participants to stay overnight, ask hotels for per diem pricing for the meeting space and sleeping rooms at the same time.
    - Agreements with hotels for meeting space are often based on assumptions that attendees will stay at the hotel. Such agreements should not commit the government to reach the projected booking levels or have the effect of an unfunded liability.
    - Familiarize yourself with the prohibitions on and exceptions to paying for non-federal travel under contract.
  - **TIP:** Check existing federal space first, if there are no overnight guests.
- If you plan to hold a meeting at a hotel that has a great deal more sleeping rooms than meeting space, the hotel's revenue and willingness to negotiate cost is driven by the number of sleeping rooms associated with your meeting.
  - **TIP:** If you *do not* expect many of your conference's attendees to stay overnight, look for a hotel with fewer sleeping rooms or consider a non-hotel venue.
  - **TIP:** If you *do* expect your attendees to stay overnight, you should be able to get the conference space at a deep discount if the venue anticipates, but do not commit to a certain number of guest rooms to be booked as a result of the conference.

## Schedule Impacts

- Time of year can be an important factor in determining conference costs.
  - **TIP:** If your conference is taking the place of another one that was cancelled, you can most likely get better rates. Ask your target venues if they have any cancellations you can fill.
  - **TIP:** If you have your conference dates, look for a location that has the best rates at the time of year you want to hold the conference. Similarly, if you have flexibility in location, see when the venues in your target location could give you the best rates.

**Example:** In the D.C. area, conference venues may offer lower rates during certain months. Other locations may have different seasonal cost drivers:

- January/February – slow season; venues and hotels have more flexibility on rates
- Last week in November/ December – holiday time; venues and hotels have more flexibility on sleeping room rates, private-sector holiday parties may consume some meeting room space

These months may mean higher rates for your conference in the D.C. area:

- March/April/May – Cherry Blossoms and tourist season; venues and hotels have flexibility with conference space, but sleeping rooms will be more expensive
- June/July/August – wedding season and vacation time; with many people out of town, venues and hotels have more flexibility with meeting space (except on weekends) and room blocks
- September/October/early November – high season for meetings; meeting space and sleeping rooms are in demand and venues and hotels have little flexibility on price

## Location

- Location of the venue is also a factor in price. Hotels located near public transportation are generally a good idea for government meetings, but locating near a tourist attraction may mean higher rates.
  - **TIP:** Locating your conference on public transit routes but away from tourist attractions could save you money, especially during the spring tourist season.
  - **TIP:** If you have many participants flying in for a conference, locating in an airport hotel may reduce your costs in an area where public transit is not available.
  - **TIP:** Locating your conference more geographically central to the greatest number of HHS-funded attendees will reduce your travel costs and may lead to a lower total conference expense even if the venue cost is higher. Venue and travel costs should be carefully weighed for events where HHS is funding a large number of travelers. GSA's [Travel Management Information Services \(MIS\) Travel Planning Tool](#) can help you in identifying conference locations with low travel or other costs.

## Food and Beverages

- Since food and beverages cannot be included in the venue contract and/or provided by HHS conferences (see [HHS Policy on the Use of Appropriated Funds for Food](#)), pay close attention to this during the competition and review of quotes/proposals.
  - **TIP:** HHS conferences cannot include food and beverage; therefore, per-attendee rates may be more difficult to negotiate and you may get better overall pricing with a flat-fee approach.
  - **TIP:** Make sure potential venues have or are located in proximity to restaurants, coffee shops, etc. Alternatively, ask the venue if they can provide readily accessible meals, snacks, and refreshments on a self-paid basis for the attendees, and provide seating and tables for such breaks. Additionally, ask the venue for a listing of local restaurants and/or meal delivery options.
  - **TIP:** HHS can arrange for a food or beverage service, in which attendees pay for the food and beverage provided, to be located at the event; HHS may not pay for any food or beverage for conferences. See [HHS Policy on the Use of Appropriated Funds for Food](#).

## Resort Options

- Sometimes resort destinations offer the best prices even though they may not be favorable from a public perception standpoint, especially during slow times for vacation destinations (i.e., summer on the ski slopes, winter in a beach town) or if a previously planned conference has cancelled.
  - **TIP:** Use GSA's [Travel Management Information Services \(MIS\) Travel Planning Tool](#) to identify conference locations with low travel or other costs and obtain estimates for the cost and environmental impact of potential conference and meeting sites.
  - **TIP:** Save your contract files; specifically, the quotes/proposals you receive from potential venues when planning your conference, so if a resort location offers the lowest price, you can support your fair and reasonable determination if questioned.
  - **TIP:** Resort destinations often follow a weekend-to-weekend arrival and departure pattern. If your conference spans five business days with attendees arriving and departing on the weekends, this kind of venue may be a good option.
  - **TIP:** Note, many hotels add on a "resort charge" at the end of the bill, which may present challenges with travelers being reimbursed for such fees or add to the overall cost of the conference.

## AV and Technologies

- Audio/Visual (A/V) equipment and services can be a significant conference cost. Conference hosts should review the HHS Guidance on Audio/Visual Services, Costs and Agreements (Section 4.2 of the toolkit).

- Carefully weigh the costs of using technologies like webcasting, podcasting, and video conferencing and of having your meeting transcribed and compiled into a report against your mission priorities. While the use of technology and reporting may reduce your costs vs. increasing in-person attendees, unnecessary use of these services can significantly add to HHS' conference spending.
  - **TIP:** Document your file with a tradeoff analysis (also called best value) that compares conference costs without webcasting, etc. to those with. This may help clarify why you are willing to pay a high A/V or technology rate by showing how many more attendees you'll reach at a reduced overall cost per person.

## Negotiating Recurring Events and/or Venues

- If you have a recurring conference or multiple conferences, submit your conference competitions to venues or hotels as a portfolio that includes a number of years or different events. The venue or hotel may offer you better rates if they know you have repeat business. However, the appropriate options for additional conference will need to be in your CLIN (Contract Line Item Number) structure and funded in accordance with the bona fide needs rule.
  - **TIP:** Holding a conference at the same venue or hotel multiple times will allow the facility's staff to become familiar with your requirements, leading to better service and a smoother conference experience. It is also possible that over time working with the same hotel or persons may lead to better rates for future conferences.
- If you choose not to plan recurring conferences together in advance, do begin planning your next conference immediately after the last one concludes. You may be able to leverage the relationship you built with the venue or hotel during your event and you may get better rates as a repeat customer. Also, you'll have real-time insight into where you can cut expenses in the next conference.
  - **TIP:** If something went wrong with your conference but you are considering using the same venue or hotel again, planning your next conference immediately will allow the venue or hotel to show they want to continue to have your business by offering you a good value and ensuring better service in the future. However, make sure you inform them they must compete for the follow-on requirement with other venues/hotels to comply with CICA (Competition in Contracting Act) and the Federal Acquisition Regulation. Additionally, you cannot obligate any funds towards the next conference until you have submitted a request and been approved (and satisfied the bonafide needs rule of Appropriation law).

## Know the Market Value

- During the evaluation phase (Technical Evaluation Panel) of the contracting process, ensure the rates quoted/proposed by a venue are a good value, compare them to rates offered under a standard HHS conference contract vehicle or benchmark them against the results of a market rate analysis. Rates from the HRSA conference BPA are available from the conference workgroup, as well as rates gathered through a D.C. area market analysis of federal and hotel conference venues. Rates for other locations may be available from BPA contacts listed in [Section 4.1.2](#).

- **TIP:** If you need to hold similar conferences in multiple locations, hotel companies may be willing to negotiate standard rates across locations at similar hotels.



## Chapter III – Programmatic Considerations

The following sections provide helpful tips, and cautions, to be observed in planning HHS conferences and establishing requirements. These are intended to advise HHS staff on what should be considered in establishing the parameters of, and logistical considerations for, the conference and thereby inform the development of statements of work, agreements, etc., with support contractors and venues.

### Topics in this section:

- [Planning Tips](#) (Section 3.1)
  - [What to Avoid](#) (Section 3.2)
  - [Conference Approval Requirements](#) (Section 3.3)
  - [Considerations for Scientific Conferences](#) (Section 3.4)
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### Section 3.1 – Planning Tips

#### Choosing a Conference Venue:

- Search for Government space before searching for commercial space.
- Make sure the size of the venue can accommodate your projected number of attendees.
  - If this is the first time you are holding a particular conference, ensure you are not overestimating attendance needs.
- If the meeting requires a sleeping room block, ensure the hotel can offer the government per-diem rate for the number of rooms you need for HHS-funded attendees.
- Ask these questions to find out what the venue's existing government-related policies are.
  - What are the venue's standard cancellation and attrition policies for government conferences?
    - Preferably, can the meeting be rescheduled in order to avoid cancellation fees?
    - Can the meeting be replaced with another meeting to avoid cancellation fees?
    - Ensure the venue's policies are consistent with HHS guidance on cancellation fees in Section 4.1.3 of the toolkit.
  - What if we don't meet our sleeping room block?
  - Does the venue understand and observe the ethic-related standards and restrictions on the use of appropriated funds for food that are unique to the government?
  - Does the venue require use of their audio/visual services, or allow for an outside provider to support such requirements?
- Tell the venue HHS has standard terms that need to be incorporated into all agreements (see Section 4.3 of the toolkit) and ensure the venue will accept them.

#### Choosing a Conference Date:

- Consider being flexible with your meeting dates. The time of year can be a factor in the cost of your meeting space and whether the government per-diem will be available.

#### Working with a Venue:

- The person who handles negotiations and signs the contract at the venue is not necessarily the person you will be working with when you start preparing your logistics with the venue and when you actually have your meeting.

- Ask the venue to assign a contact person who will be handling your meeting.
- Try to make sure the individual does not have planned vacation or is leaving the job prior to the start of your meeting.
- Turnover in the hotel industry is high, but if the venue is aware of your concern upfront, they are very careful with whom they assign to your meeting.
- Make sure you schedule a monthly and/or weekly check-in time with your venue contact person.
  - If your meeting entails sleeping rooms, you will need to be updated regularly in order to provide deadline reminders to your attendees.
  - If you are using a support contractor to facilitate this exchange, the Contracting Officer's Representative (COR), or other assigned program official, should participate in these meetings and/or be kept in the loop by the contractor and advised immediately of any concerns.
- Make sure all arrangements are put in writing.
  - This will help prevent miscommunications between venue personnel and the government.
  - Requirements are often verbalized and then forgotten; therefore, the required actions are not performed. If it is not in writing, the meeting venue cannot be held responsible. This can make or break a meeting.

### Meeting Space:

- Perform a site visit, either in person or virtually, to view the meeting space and determine how much space you need, and get your assigned meeting space in writing. Do this before signing the contract, or allowing your support contractor to subcontract with the venue.
  - If you are unable to visualize your meeting space setup, you can ask the meeting venue to set up the room or let you know when someone is using the same setup so you can come by for a site visit, if the meeting is local. If the meeting is remote, the hotel may be able to send you pictures of your desired setup.
  - Once you have signed the contract (or subcontract), the hotel may procrastinate on letting you view the space and/or attempt to change your space if it's not part of the written agreement.
- Ensure that a task of the contract requires that the venue check with you before attempting to make any changes to your space assignment and attach a financial penalty if your meeting space is changed without your consent.
  - This is a common practice for meeting venues. They assign space and move groups around in order to maximize their revenue; however, your meeting could potentially be negatively affected if moved to a different meeting location.
- Ask the venue if you can have access to the meeting space the night before to set up.
  - This can save a lot of time on the day of the meeting.
  - If there is a meeting in the room the day before, the hotel will usually let you have access in the late evening, usually for free or at a minimal cost; therefore, this should be established in the agreement at the outset.
  - If the room is not available until the next morning, insist on having access to the room at least 2 - 3 hours before your meeting starts and insist that the room is set up the night before. If the venue waits until the morning to set up your room, it will cut into your or your support contractor's set-up time.

### Transportation:

- Make sure the venue is accessible to reliable transportation, i.e., shuttle service, metro/subway, and/or taxis.

- The venue location should be near public transportation for local attendees. Most government attendees will use public transportation or a taxi to travel to a local meeting in the D.C. area.
- The venue location should also be accessible to out-of-town attendees. Ask the venue to provide you with shuttle services and/or the local taxi company information. Also ask them about the cost and availability of parking. Some out-of-town attendees may need to rent a car. This is helpful information to provide the attendees.
- Ensure attendees know in advance that although time is planned in the agenda for breaks, they will need to purchase or bring their own food.

### **Shipping, Security, Internet and Amenities:**

- Ask the venue how far in advance you can ship meeting materials to their location.
  - The cost for overnight courier service is more expensive than using FedEx and UPS three-day service.
- Make sure you label and/or color code your boxes.
  - It will be easier to find a box if you tell the venue all of your boxes have neon green labels, as an example.
  - Provide the template for your labels to speakers and/or attendees. If all of the labels have the exact same conference title, it will be helpful to the venue and easier to find.
  - For large conferences, color-coded labels can also instruct venues on where boxes need to be taken for setup.
- Ask the venue about their security.
  - Attendees' traveling alone and/or from out of town need to feel the meeting is in a secure location or security is available after hours.
  - Meeting material and equipment that is delivered and/or set up in a meeting room must be secured. Ask the venue for a key to your meeting room so you can lock it.
  - Ask the venue if they can provide you with a small office area. This is usually provided complementary as part of the service. This room can be used to store laptops, purses, luggage and personal belonging of meeting staff.
- Ask the venue about internet service and/or computer stations.
  - Is internet service complementary to all guests?
  - Is internet service only available in certain parts of the hotel?
  - Is internet service included in the meeting room and/or guest room rental charge?
  - Provide the Wi-Fi address before the conference/meeting.
- Ask the venue about all the amenities provided to hotel/venue guest, such as pool, fitness center, spa, etc., so you can inform your attendees.
  - Use of appropriated funds for such amenities is prohibited.

### **Conference Materials:**

- Any required printed materials should be printed in advance to avoid high hotel/venue prices and comply with government printing policies. HHS's Program Support Center (PSC) offers a full range of Government Printing Office (GPO)-compatible printing services: <http://www.psc.gov/media-services/printing-procurement.html>.
  - Follow the [HHS Policy on Printing and Publications](#)

- If using a support contractor to prepare meeting materials, consider requiring the contractor to deliver final drafts in time for printing by a GPO-compatible resource, rather than including printing in the contract.
- Follow the [HHS Policy on the Use of Appropriated Funds for Promotional Items](#)

#### **Audio/Visual (A/V):**

- Ask the venue if you can use an outside A/V contractor.
  - If so, ask if there is a “patch” fee (cost for using the venue’s internal audio system) and how much it is.
  - Some A/V companies will not leave their equipment at a venue overnight and will need to begin setting up as early as 5 a.m. Ensure the venue will accommodate this.
- Ask which software programs presenters will use to create their presentations so the A/V setup can include those requirements. If you have software restrictions, ensure they are communicated to presenters in advance.

#### **Accessibility:**

- During registration, ask for any special needs your guests have. Conferences that are open to the public may have additional disability access requirements.
- Make sure the venue can accommodate specific accommodations or access needs required by your participants. Ensure accessible sleeping rooms are available for your conference if needed.
- You may cut costs if presenters or those creating materials for the conference website are required to make their materials Section 508 (<http://www.hhs.gov/web/508/index.html>) compliant in advance.

#### **Billing Requirements:**

- Ask the venue about their accounting requirements and for a billing template, or provide them with the billing template you want them to use.
  - The government has a reputation of not paying bills on time, which can interfere with negotiations. The venue needs to be assured that they are going to get paid on a timely basis, whether under a direct contract with the government or subcontract with a support contractor. Discussing accounting and billing requirements in advance and reaching an agreement can help avoid billing delays. Make sure you include your contracting officer on billing/invoicing and payment discussions.

## **Section 3.2 – What to Avoid**

#### **General Guidance:**

- Unless circumstances are unavoidable, do not cancel your conference within 30 days of the start date which likely would result in cancellation penalties to government. If cancellation is required within this timeframe, circumstances should fall under the required Force Majeure clause which must be incorporated into all conference contracts (see Section 4.3).
- Do not share your budget with support contractors or venues prior to award.
- Do not hold sleeping rooms or conference facilities on a purchase card before signing a contract with a venue or support contractor/conference planner that includes HHS required cancellation policies.
  - In the absence of a signed contract, you will be liable to the hotel’s cancellation policy which does not meet HHS’ standards.

- The U.S. Office of Government Ethics publishes guidance on conferences available at: <http://www.oge.gov/Program-Management/Program-Management-Resources/Ethics-Community/Conference-Resources/A-Collection-of-Federal-Resources-Relating-to-Conferences/>.
- If using a support contractor, and because contracting officers will likely not be aware of or not review “side agreements” with conference venues, CORs or other program officials should be on the alert for any apparent side-agreements between the contractor and venue.
- Use support contractors with expertise in events management/planning, such as those under the contract vehicles listed in Section 4.1.2 of the toolkit.
- If contracting directly with a venue, such agreements must be signed by the Contracting Officer, preferably those with subject matter expertise in negotiating agreements with venues.

### **Section 3.3 – Conference Approval Requirements**

When planning or working with a support contractor/event planner on an HHS conference, follow the requirements below to best comply with efficient spending policies and help ensure your conference will be approved at the Department level.

#### **Advanced Planning Lowers Costs**

- Conference hosts must plan in advance. Those who do not plan ahead will risk paying higher prices, which may require a reduction in scope to stay within budget.
- Conference requests that do not meet efficient spending policy deadlines will not likely be approved.
  - Requests that require Departmental approval must be submitted at least 90 days prior to the conference start date and at least 30 days prior to the issuance of a solicitation to support the event (e.g., to obtain a support contractor or sign an agreement with a venue.)
- If government space is not being used, be prepared to provide justification as to why.
  - Adequate government space may not be available and sometimes comes at a higher direct cost than a commercial venue.

#### **Negotiate for Best Pricing**

- Research with conference subject matter experts indicates that the following terms should be available to HHS conferences. You may not be getting the best pricing/terms if your venue agreement does not reflect the following conditions:
  - Room block price should be the lowest government per diem room rate, and this should be stated in the Statement of Work.
  - Don’t agree to a cut-off date for a room block (after which the price for rooms will go up).
  - Do not agree to pay attrition costs (receiving fewer attendees than planned and not meeting a certain percentage of your room block commitment).
  - Do not agree to pay a penalty if you don’t meet a minimum conference attendance number (applicable if the venue charges a per-attendee meeting rate or requires a higher price be paid for meeting space if a minimum number of sleeping rooms is not met).

## Use Conference Logistics Contract Separate from Other Types of Work

- During the conference approval process, the HHS Office of Grants and Acquisition Policy and Accountability (OGAPA) may want to know if the event is a task under a technical support contract. It can be difficult to get transparency on true conference costs when they are included within a larger contract. Additionally, these contracts are usually:
  - Not with event management companies skilled in this service and in reducing costs.
  - Issued on a cost-reimbursement or time and materials, or labor-hour basis, which offer little incentive to the contractor to reduce costs.
- HHS conference hosts are encouraged, as a best practice, to use one of HHS conference contracts (see [Section 4.1.2](#) of the toolkit), or to justify the need to use another option. Going forward, conference hosts are encouraged to separate conference-related tasks out of non-conference-specific contracts.
  - Since Section 3003 of the Consolidated and Further Continuing Appropriations Act, 2013, restricts the use of funds available for obligation during FY 2013 for travel and conference activities unless they are consistent with [OMB Memorandum M-12-12](#), and thus, makes it an Antideficiency Act (ADA) violation to use any FY 2013 funds for travel and conferences that are inconsistent with OMB Memorandum M-12-12.
  - To avoid ADA violation, conferences in excess of \$75,000 must be approved prior to the obligation of funds.
  - Therefore, separating conference related support from a larger contract into a stand-alone contractor or separately identified and numbered Contract Line Item is critical.

## Traveler Costs

- There must be a good justification for the number of travelers – both federal and non-federal – for your conference. During the approval process, you may be asked what determining factors were used to decide who/how many can attend your conference and about steps you have taken to review and reduce unnecessary/duplicative attendance.
- HHS is placing increased scrutiny on requests to pay for non-federal attendee travel. Ensure you examine non-federal attendee travel requests and that one of the five exceptions listed in the efficient spending policy applies to your situation.

## Registration fees

- If HHS, other federal or non-federal attendees are paying registration fees for an HHS-hosted conference, this needs to be explained and in most cases is not permissible as it does not comply with appropriations law.
- Event planners cannot charge a registration fee to pay for food at an HHS conference.

## AV Costs

- Ensure AV costs are reasonable (see [Section 4.2](#) of the toolkit), and examine proposed services carefully to ensure you are not committing to more than you need. Engage a subject matter expert within HHS to validate the proposal against your requirements, if necessary.

### **Double Check for Prohibited Items**

- Check the services being provided by the venue/event planner to ensure they do not include prohibited items, including food/beverage, complimentary room, guess passes, etc., which would lead to the conference request being denied. During the approval process, you may be asked for a copy of the service contract/agreement with the venue.

## **Section 3.4 – Considerations for Scientific Conferences**

### **Use Conference Logistics Contracts**

- It is not recommended to use a scientific, technical, or research contractor to plan a meeting. The labor cost for their meeting planning services would be billed at the same rate for doing research, thus causing the price for planning a meeting to be inflated.
- Event Planners who are content or subject matter experts for scientific conferences often do not have the necessary skills to negotiate for the venue or plan conference logistics.
- HHS conference hosts should consider separating these services to get the best service and pricing.

### **When to Use Subject Matter Experts**

- Writers/editors with subject matter expertise may be needed to summarize or transcribe a conference; this should be handled with a separate contract to get the best terms. If a verbatim transcription is needed, agreements should include specific terms regarding turnaround time.

### **Logistical Issues**

- Ensure adequate power is available if a high-powered microscope or other scientific instruments will be set up.
- For “poster sessions,” using smaller poster sizes will allow you to save money on stands and display more posters in a smaller conference space.
- Discuss hours of availability with the venue. Scientific conference attendees often want to begin a conference at 6 a.m. and continue until 10 p.m.
- Ask venues about their ability to provide value pricing and government rates during or immediately following industry group conferences with which your conference would like to co-locate.

## Chapter IV – Contracting Considerations

The following sections provide insight into aspects of conference planning that should be taken into consideration when contracting for support services and venues. These are intended to advise program and contracting officials on planning and conducting acquisitions for conference support and venues, as appropriate and in addition to the Federal Acquisition Regulation, HHS Acquisition Regulation, HHS policies, and OPDIV/STAFFDIV-specific policies and procedures.

### Section 4.1 – Procurement Guidance & Existing Contracting Vehicles

#### 4.1.1 Departmental Guidance on Conference Procurement

HHS has issued Departmental [policies on the Use of Appropriated funds for conferences and meeting space](#). Additionally, in various communications the Department's leadership has outlined its expectations in keeping with the Administration's tenets for efficient spending, to include:

- In acquiring conference support services:
  - Conduct early acquisition planning and market research with your acquisition team, focusing on the minimum requirements needed to hold an effective conference. When the government does its homework upfront and plans effectively it leads to a successful contract; within budget, on time, and with good performance.
  - Consider using the [NIH Conference, Administrative, and Travel Services \(NIHCATS II\) contracts](#) as HHS' strategic source (*see Section 1.2*).
  - Avoid using general program support, technical assistance, scientific or research contractors for the logistical aspects of your conferences.
  - Use small businesses and firm-fixed price contracts to the maximum extent practicable.
- In selecting and reaching agreements with venues and for A/V services – either directly or through your conference support contractor:
  - Seek advice from the Office of the General Council or Acquisition Policy experts before agreeing to contracts/task orders/BPA calls with cancellation fees.
  - Do not accept complimentary services or rooms – which [may violate our Ethics rules and principles](#).
  - Determine if using an outside source for A/V services represents the best value before using the venue's A/V services.
  - Determine if existing government equipment is available for use.

#### 4.1.2 HHS Conference Contract Vehicles:

Securing the best possible pricing and ensuring that the terms of a venue or event planning agreement sufficiently limit the government's liability requires contracting (officer) and programmatic expertise. Utilizing one of the existing HHS contract vehicles will help streamline your acquisition team's efforts and expedite the time needed by the Contracting Officer to make an award. A narrative description of these vehicles is provided below. To further assist conference hosts with determining which contract vehicle will meet your requirements, a breakdown of the characteristics of the HHS conference contract vehicles is included as Appendix 2 (Menu of Options). HHS staff responsible for planning a conference should use this resource to help determine which HHS conference contract vehicle may best meet their requirements.

- **Available HHS-Wide Contract: NIHCATS II** – The National Institutes of Health (NIH) Conference, Administrative, and Travel Services (NIHCATS) contract is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract utilizing firm-fixed-price- and time-and-materials-type task orders. The contract may be used to



procure services in five task areas and has 19 qualified vendors to provide services. The contract is open to all of HHS and is the only HHS-wide conference contract vehicle currently identified, and is considered a strategic source within HHS for conference support.

- See important information, including [fees and task order procedures](#).
  - Contact: Jeff Klein, COR, 301-402-5262, Lisa Adams, CO, 496-7792, and Brian Goodger, Associate Director - OLAO, 301-496-0158.
- **Individual OPDIV Vehicles** – several HHS OPDIVs have contract vehicles in place for conference needs. Some vehicles meet specific requirements while others have more flexibility. For more information on whether your OPDIV's vehicle can meet your conference needs, review the Menu of Options for HHS Conference Contract Vehicles in Appendix 2 of the toolkit and/or contact the points of contact below.
    - **Health Resources and Services Administration (HRSA) Conference Blanket Purchase Agreements (BPAs)** – Carolyn Taylor, Contracting Officer, 301-443-6508, [ctaylor@hrsa.gov](mailto:ctaylor@hrsa.gov); This contract has (4) qualified HUBZone contractors and allows performance based task orders.
    - **HRSA Blanket Purchase Agreements (BPAs)** – The BPAs are for venues within the Gaithersburg and Rockville Area. Diane Coger, Contracting Officer, 301-443-2750, [dcoger@hrsa.gov](mailto:dcoger@hrsa.gov).
    - **Agency for Healthcare Research and Quality (AHRQ) Conference Contract** – Gina Spann, Contracting Officer's Representative, [Gina.Spann@AHRQ.hhs.gov](mailto:Gina.Spann@AHRQ.hhs.gov), 301-427-1217
    - **Food and Drug Administration (FDA) Conference Contract Vehicle** – James Whitt, Contracting Officer, 301-827-1022, [James.Whitt@fda.hhs.gov](mailto:James.Whitt@fda.hhs.gov)
  - **GSA Schedule** – This procurement option can provide a range of conference support services to HHS conference hosts. It should also be used as a market research tool, and only considered for procurement needs after the existing HHS vehicles have been reviewed and deemed incapable of meeting HHS conference requirements.
  - **Other Vehicles** – The contract vehicles listed below are designed to serve a specific type of conference for an HHS OPDIV. These vehicles and their program directors may be available as resources for those who need to establish similar conferences/programs.
    - **Centers for Medicare and Medicaid Services (CMS) Office of Clinical Standards and Quality, Survey and Certification Group, BPA for Training Conferences for State Agency Surveyors** – George Karahalidis, Program Director (410-786-3486, [George.Karahalis@cms.hhs.gov](mailto:George.Karahalis@cms.hhs.gov)) and Fred Mehl, Training Facilitator (410-786-7518, [fred.mehl2@cms.hhs.gov](mailto:fred.mehl2@cms.hhs.gov)). This program that provides training to state surveyors conducts 60 to 65 events per year with an annual budget of \$15,000 by establishing standard terms with hotel venues that include no-cost meeting space for fulfilling room-block commitments. This program plans events through a conference planning contractor and utilizes a separate AV contract for an annual fixed price (not included in \$15,000 budget) to ensure value pricing.
    - **NIH Scientific Review and Evaluation Activities (SREA) Service Center** – Diane Bernal, Program Director, 301-402-8380, [bernal@csr.nih.gov](mailto:bernal@csr.nih.gov). SREA manages over 40,000 peer reviewers who come together in meetings to review grant applications for merit. The office is responsible for the approval of hotel contracts and meeting arrangements. SREA has over 200 BPAs with hotels across the country (Washington, DC, Seattle, Chicago, Los Angeles, San Francisco, Dallas, San Antonio, Raleigh/Durham, North Carolina, Baltimore, and Boston. SREA achieves efficiencies through prescribed standards of what is included in meeting rooms and Audio/Visual (AV) equipment set-up, as well as ensuring prompt payment of venues following events.

## Section 4.2 – Guidance on Costs and Agreements for Audio/Visual Services

The HHS Conference Workgroup identified the following best practices for researching and procuring A/V services for conferences:

- Use General Services Administration (GSA) Schedule 541 4D-*Conference Events and Tradeshow Planning Services (Set Aside)* as a source for both price benchmarking and procurement options for A/V services. GSA Schedule 541 4D includes over 100 vendors and pricing on a variety of A/V products and services. The vendors, price lists, and terms and conditions can be accessed at: <http://www.gsa.gov/portal/category/27090>.
- Contractor pricing varies within the schedule. According to GSA contracting officials, all prices offered represented maximum or ceiling price, indicating that they actively encourage further price negotiations to achieve greater efficiency.
- Within the HHS conference contract vehicles referenced in section 4.1.2, line item pricing for audio/visual products and services has not been established at the parent award level. Therefore, OPDIVS and STAFFDIVS should review pricing available under GSA Schedule 541 4D for A/V products and services as a means of price benchmarking prior to negotiating prices for such products/services under existing HHS Indefinite Delivery/Indefinite Quantity contracts, Blanket Purchase Agreements, or other contracts.

## Section 4.3 – Standard Terms, including Force Majeure

HHS is developing a set of standard terms that will be required in all contracts/BPA calls with venues or contract support/event planners. These terms are designed to limit HHS' liability and to help ensure your conference complies with efficient spending, ethics, and other policies. While the final set of terms are being developed, below are current drafts terms that you may incorporate into conference-related contracts/BPA calls and some tips and considerations for effective use of these terms.

### Tips and Considerations:

- When the acquisition team plans your conference, think about any specific events you need to incorporate in your standard terms, such as a potential government shutdown being reflected in your contract. While you don't need to spell out every potential event that could qualify as an excusable delay, if you think a particular risk is likely, it will offer increased protection to specifically name it in the terms.
- If you provide the venue with the terms, ensure none of the text has changed before HHS (Contracting Officer) signs the contract.
- Smaller or remote venues may more readily accept HHS standard terms vs. large venues in major tourist or business districts. Venues in "government towns" may be more likely to accept government policies like these standard terms.
- In the rare event that you have to cancel a conference and the contract/BPA call you entered into previously does not comply with HHS cancellation policies (the required force majeure article), negotiate the cancellation fees in the best interest of the government.

### 4.3.1 HHS Required Force Majeure Article

HHS Conference hosts and contract service providers acting on HHS's behalf must use the approved, required

Force Majeure clause below in venue contract to limit HHS's liability for cancellation and other damages.

- **Responsibility of the Contractor**

Prior to entering into a third party contract (the hotel) for venues, the prime contractor shall submit the proposed contract to the contracting officer for review. The prime contractor, on its own, cannot obligate the Government.

- **Cancellation Matrix**

The prime contractor shall include terms and conditions in the third party venue (hotel) contract that reduce or eliminate the Government's liability in the event of cancellation. The cancellation fees shall not exceed the following percentages:

- Up to 30 days prior to the event: Cancellation permitted with no (0%) penalty.
- 15 to 29 days prior to the event: Contractor (and therefore the government) will be liable for: no more than 75% of the total costs (meeting rooms and audiovisual equipment).
- 14 days prior to the event: Contractor (and therefore the government) will be liable for no more than 100% of the total costs (meeting rooms and audiovisual equipment).

When a Government cancellation results in penalty, the contractor shall promptly contact the third party venue (hotel) to ensure every effort is made to offer the cancelled space to other parties to reduce the Government's penalty. The contractor shall only be reimbursed for actual penalties paid by the contractor.

The Government shall not be charged for cancellations of room blocks. All third party contracts for lodging (hotel room blocks) shall cancel automatically within 48 hours of the check-in-date for rooms that are not guaranteed by the task order/contract order or the individual federal employee's government travel card.

- **Excusable Delays**

The performance of this contract is subject to cancellation without penalty or fee upon the occurrence of any circumstance beyond the control of either party, excusable delays include, but not are limited to: acts of god, war, weather driven, acts of terrorism, government shut down, U.S. congress, government regulations, natural disasters, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstances make it illegal or impossible for the hotel to provide, or for groups in general to use the hotel facilities.

- **Good Faith Effort**

In the event of cancellation, less than 29 days prior to the event by the government, under the provisions of this contract, if the third party (hotel) resells the sleeping rooms, function space or any portion thereof, the charges will be applied against the cancellation fee. The contractor agrees to ensure the third party (hotel) accepts the responsibility to minimize any actual monetary harm or damages it may otherwise incur or suffer from unused sleeping rooms, or related revenue. Therefore, the contractor will ensure the third party (hotel) will make a good faith effort to book additional groups or organized business meetings or otherwise sell the sleeping rooms and related accommodations made available by the cancellation. Should the third party (hotel) replace the group with another group, all or a portion of the cancellation fee will be refunded based upon the replacement value to the mutual agreement of the government and the contractor.

#### **4.3.2 Other Standard Terms and Conditions**

- **Terms to Prohibit Acceptance of Gifts**

Persons doing business with the government shall not offer nor shall any government employee or family members, or person acting on behalf of the government or their family members solicit, accept or receive

directly or indirectly whether in the form of complimentary rooms, room upgrades, guest passes, food, or other gifts, gratuities and services.

- **Special Needs**

In accordance with HHSAR 352.270-1, identify in advance any special needs of any disabled guests who are requiring accommodation including hearing and sight impaired individuals by the Hotel and notify the Hotel of the need for such accommodation in writing to the Sales Department as soon as possible. Any expenditures or services necessary to accommodate any such guest(s) may be at the expense of the guest.

# Appendix 1: HHS Conference and Meeting Planning Checklists

Checklists on this page:

- [Conference Plan Checklist](#)
- [Structure Checklist](#)
- [Hotel Checklist](#)
- [Participants Support Checklist](#)
- [Speaker Checklist](#)
- [Vendor Checklist](#)
- [Materials Checklist](#)
- [Special Services Checklist](#)
- [On-site Support Checklist](#)
- [Post Event Checklist](#)

## Conference Plan Checklist

Conference Plan Item	Responsibility	Date	Notes
Establish budget			
Provide Procurement on meeting requirements to acquire meeting planner contractor, hotel and/or vendors			
Identify Project Manager Leads			
Identify Planning Committee			
Identify Conference Committees & Assistants			
Assign roles and responsibilities			
Establish Deadlines			
Establish Action Plan and Timeline			
Identify conference objectives and theme			
Identify modes of promotion and advertising			
Identify attendees			
Identify speakers			
Secure facilities and rooms based on attendee and speaker count			
Establish meeting format			
Develop themes and tracks for each session			
Design and Set session schedule and duration			
Establish strategy for popular session overflow			
Develop audio visual equipment and technician lists			
Develop IT equipment and technician lists			
Assess computer software needs for laptops			
Establish target dates for registration and sleeping room cutoffs			
Establish date for hotel guarantees			
Approve draft agenda			
Approve draft and final convention brochure			
Approve draft and final Conference Pre-Registration Website content			

Conference Plan Item	Responsibility	Date	Notes
Establish date for pre-registration, registration and on-site registration			
Design database for registration tracking			
Develop webpage for registration, documents, and conference information			
Determine webpage email address to receive agenda suggestions			
Meet with all committee leads on a recurring basis			
Discuss/resolve outstanding conference issues			

### Structure Checklist

Structure	Responsibility	Date	Notes
Determine session goals			
Finalize conference theme			
Finalize agenda			
Examine schedule and format			
Assign presenters to sessions			
Nominate keynote speakers			
Develop conference announcement for participants			
Develop conference brochure logos, colors, art work			
Conference Program Guide draft due for review			
Prepare work plans and checklists for Committees, Leads			
Structure goals to tracked sessions			
Develop system for Logistics Committee to monitor registrations			
Develop system for monitoring preregistration for tracked sessions			
Identify networking opportunities, leisure events, special learning sessions			
Set learning goals and milestones for presenters and speakers			

### Hotel Checklist

Hotel	Responsibility	Date	Notes
Site research, bidding, and selection			
Site inspection			
Hold pre-conference meeting with hotel and technicians			
Establish agenda times for each function and rooms			
Crosswalk agenda times, function, and capacities with hotel BEOs			
Confirm meeting room seating arrangements			
Establish break out rooms, capacity, seating configuration			

Hotel	Responsibility	Date	Notes
Establish overflow strategy for breakout rooms			
Establish meeting room for Conference Office at hotel			
Establish internet cafe			
Establish master account			
Arrange sleeping room block			
Issue guarantees and final numbers			
Monitor contracts for hotel			
Finalize master audio visual equipment and technician report times			
Review master hotel account for sleeping rooms			
Reconcile final invoices			

### Participants Support Checklist

Participants Support	Responsibility	Date	Notes
Develop communications plan for participants			
Conference Pre-Registration Website Online			
Mail formal invitations to attendees			
Provide a list of Managers & Supervisors to Vendors			
Pre-Conference Online Registration Available			
Final List of Attendees Due to Vendor			
Final Date for Hotel Registrations			
Final Date for Pre-Conference Online Registration; Notify Attendees			
Mass mailing of convention brochure			
Mail invitations to speakers/VIPs			
Provide registration brochure			
Provide final agenda			
Provide information on hotel, transportation, and activities			
Develop participant master list			
Generate correspondence/calls for individual problems			
Print name badges			
Print breakout session ID passports for admission and tracking			
Match pre-conference & hotel registrations by name, business unit, date			
Pre-conference Registration Report			
Corrections to Pre-Conference/Hotel Registrations			

### Speaker Checklist

Speakers	Responsibility	Date	Notes
Finalize key note speakers for final agenda			
Identify Instructors for breakout sessions			
Finalize session speakers			
Confirm audio-visual equipment needed by presenters			

Speakers	Responsibility	Date	Notes
Arrange speakers' fees and expenses			
Provide conference materials for review			
Provide guidelines for presentations			
Secure recorder for learning sessions			
Keynote Speaker for Opening Remarks			
Contract with special event speaker			

## Vendor Checklist

Vendors	Responsibility	Date	Notes
Identify types of exhibitors			
Identify the number of poster board stands needed for poster sessions			
Specify printing budget and vendor			
Have emergency plan -- doctor, nurse, hospital contacts on hand			
Accessibility backup plans and assistance sight, hearing, mobility			
Finalize audiovisual equipment			
Establish subcontractors for special equipment -- computers, printers			
Select and procure supplies			
Obtain area maps and guides			
Obtain a list of restaurants, convenience store, and local retail			
Obtain a list with contact information for taxi and shuttle bus service to and from airport and hotel			
Obtain a list with schedule and cost for the use of public transportation			
Signage			

## Materials Checklist

Materials	Responsibility	Date	Notes
Print final program and agenda			
Assemble and reproduce background papers			
Compile and reproduced list of participants/vendors/speakers			
Compile list of presenters			
Compile bios for main speakers			
Assemble and reproduce speakers' papers			
Package conference materials			
Create and reproduce CDs -- learning tools			
Distribute materials to participants			
Conference Check-in Area Setup			
Message Board Center			
Delivery Conference Bags/Portfolios to Hotel			



Materials	Responsibility	Date	Notes
Deliver Name Badges for Attendees to Conference Check-In Area			
Provide Welcome Sign at entrance of Conference area			
Provide Conference Program Guides			
Provide Bus Stop signs			
Table Talk discussion cards			
Provide United States flag for main stage			
Conference Check-in Staffed			

### Special Services Checklist

Special Services	Responsibility	Date	Notes
Schedule tours			
Negotiate contracts for evening entertainment			
Plan poster session on learning tools			
Ensure transportation available back to campus for emergency situations			
Provide Photographer with suggested formal and informal poses			
Provide tape recording of key note speaker			
Provide one Luggage Tag per attendee			
Conference assistants communication during conference			

### On-site Support Checklist

On-Site Support	Responsibility	Date	Notes
Final Planning Meeting with Conference Assistants			
Brief session monitors on tracking attendance -- collect passports			
Load presentations on laptop computers			
Set up rooms for Workshop Sessions			
Select and brief staffing team for registration			
Provide Conference Office at meeting site with equipment/furnishings			
Laptop computers with network laser printer			
High-speed photocopier (collate, double-sided, stapling)			
Cases of three-hole punch paper for copier			
Five skirted tables, eight chairs, three trash cans			
Conference Check-in Area Setup			
Message Board Center Available, Centrally Located and Staffed			
Delivery Conference Bags/Portfolios to Hotel			
Deliver Name Badges for Attendees to Conference Check-In Area			
Provide Welcome Sign at entrance of Conference area			

On-Site Support	Responsibility	Date	Notes
Provide Conference Program Guides			
Attendance Tracking at Workshop Sessions			
Technical Support Available for Breakout Rooms			
Conference Assistants work Bus Stop Pick Up Point			
Provide Bus Stop signs			
Table Talk discussion cards			
Select and brief staffing team on trouble-shooting			
Conduct pre-conference briefing with hotel staff			
Inspect facility for room set up			
Deliver materials to site			
Register all participants			
Supervision logistics in each room and resolve problems			
Distribute name badges and table placards for speakers			
Collect Evaluations			

### Post Event Checklist

Post Event	Responsibility	Date	Notes
Reminder email attendees completion of online Conference Evaluation			
Prepare Final Attendance Report			
Review and finalize hotel bill			
Deliver Breakdown of Costs document			
Provide Conference Breakdown Checklist			
Draft Conference Evaluation from and post on Conference Website			
Deliver Standard Operating Processes and Procedures document			
Compile Standard Operating Procedures documents from Vendors			
Compile evaluations			
Provide a report of Conference Evaluation statistical analysis			
Post conference photographs on Conference website			
Write report of accomplishments			

## Appendix 2 - Menu of Options for HHS Conference Contract Vehicles

Select a link to see the full details about these Vehicles.

Comparison Item	<a href="#">FDA</a>	<a href="#">HRSA</a>	<a href="#">NIH</a>	<a href="#">GSA Schedule</a>	<a href="#">AHRQ 1</a>	<a href="#">AHRQ 2</a>
Title/Name of contract	Nationwide Events Planning BPA	HRSA Logistical Support IDIQ (Dixon Group; Lux Consulting; BL Seaman; Millennium Services; and Focus Group)	NIH Conference, Administrative, and Travel Services II (NIHCATS II)	Advertising and Integrated Marketing Solutions (AIMS) - 541-4D	General Logistics and Meeting Support Services for AHRQ (Lux Consulting Group, Inc.)	Support for AHRQ Annual Conference and National Advisory Council (Capital Consulting Corporation)
Period of Performance	April 11, 2011 - April 3, 2016	July 31, 2009 - July 30, 2014	Nov 11, 2011 - Oct 31, 2012 w/ 4 option periods	GSA schedules generally have a 5 year base and 5 one year options	6/12/2012 to 6/11/2015 (full period with options)	05/19/11 to 05/18/16 (full period with options)
Current contract year	Year 2	Year 4	Option Year 2	Varies depending on contract holder	Base year	Option Year 1
# of Small & Large Contractors	4 Small Businesses	5 HUBZone holders	12 Small Businesses, 8 Large Businesses	175 Contractor all small business	1-8 (a)	1- Small SDVOSB
Max dollar amount of contract	Ceiling \$12M	\$50M	Base ceiling: \$23M, Option Yr 1: \$40M (due to carry over). Total of \$123M for 5 years	\$403M in one year	\$3,999,999	\$6,379,612 (including yearly options)
Annual business	\$1.75M TO \$2M per year	\$6.5M per year	\$8M per year	\$42M only for Events management	insufficient knowledge to date; Minimum guarantee was \$5000	This is a CPAF contract with estimated yearly costs for each year. It's not an IDIQ
Available to Other Agencies?	FDA only, but willing to explore options	Only available to HRSA	Available to HHS and other Federal agencies.	All federal agencies	Just AHRQ	Just AHRQ
Website	<a href="http://www.gsa.gov">www.gsa.gov</a> (AIMS)	None	<a href="http://NIHCATSII.olao.od.nih.gov">http://NIHCATSII.olao.od.nih.gov</a>	<a href="http://www.gsa.gov/portal/category/21149">www.gsa.gov/portal/category/21149</a>	N/A	N/A

Comparison Item	<a href="#">FDA</a>	<a href="#">HRSA</a>	<a href="#">NIH</a>	<a href="#">GSA Schedule</a>	<a href="#">AHRO 1</a>	<a href="#">AHRO 2</a>
CO	James Whitt	Carolyn Taylor	Lisa Adams and William Bartelmes. COR Jeff Klein	Dion Duarte	Monica Gibson	Monica Gibson
Assisted Acquisitions	N/A (for FDA only)	Only thru IAA	No- however, it's up for consideration and debate		No	No

## FDA Conference Vehicle

Comparison Item	Contract Feature
<b>Title/Name of contract</b>	Nationwide Events Planning BPA
<b>Period of Performance</b>	April 11, 2011 - April 3, 2016
<b>Current contract year</b>	Year 2
<b># of Small &amp; Large Contractors</b>	4 Small Businesses
<b>Max dollar amount of contract</b>	Ceiling \$12M
<b>Annual business</b>	\$1.75M TO \$2M per year
<b>Available to Other Agencies?</b>	FDA only, but willing to explore options
<b>Website</b>	<a href="http://www.gsa.gov">www.gsa.gov</a> (AIMS)
<b>Contract Officer</b>	James Whitt
<b>Assisted Acquisitions</b>	N/A -since FDA only
<b>Contract # and copy</b>	HHSF223 20111009B; HHSF223 201110010B; HHSF223 201110011B; HHSF223 201110012B.
<b>Unique characteristics</b>	BPA cannot extend beyond the final expiration of the GSA contract
<b>Type of Vehicle</b>	BPA against Federal Supply Schedules
<b>Type of Task Orders</b>	FFP, T&M, Performance Based
<b>Order Limits</b>	In accordance with the terms and conditions of each of the GSA contract holders.
<b>Time to make award</b>	30 days
<b>Fee Amount</b>	N/A -since FDA only
<b>Force Majeure Clause</b>	None
<b>SOW Summary</b>	Nationwide Events Planning and conference services to include planning, logistics, arrange for hotel rooms, transportation services, registration services, a/v services, conference materials, marketing and communication services, transcription and recording services.
<b>Terms &amp; Conditions</b>	<ul style="list-style-type: none"> <li>Based on GSA Terms and Conditions (52-212) and HHSAR.</li> <li>SOW very similar to the old HHS Strategic sourcing events management BPAs. SOW has 5 required tasks that apply to all events and 13 dependent tasks based on the individual event.</li> </ul>
<b>Conference Planning Services</b>	<b>Communications Strategy</b> - the contractor shall develop an implementation communications strategy to assist FDA in communication the new Events management Services Program to FDA end user.

Comparison Item	Contract Feature
	<b>Facilitate Planning Meetings</b> - design conference agendas, programs, processes and location for events.
<b>Conference Support Services</b>	<ul style="list-style-type: none"> <li>• Management event logistics - control and maintain all day to day logistics requirements</li> <li>• Arrange for Conference Space - conference space for attendees.</li> <li>• Arrange Hotel Rooms - hotel rooms for conference/event attendees.</li> <li>• Arrange Registration Services - registration services, web bases, hotel and transportation tracking, per diem, contract information.</li> <li>• Arrange Audio/Visual Services – A/V Equipment.</li> <li>• Manage Marketing and communications - marketing and communications of the event to target attendees.</li> <li>• Arrange registration Services - event-specific training.</li> <li>• Provide Fiduciary services - reimbursement of honoraria/per diem.</li> <li>• Arrange Transportation Services - all necessary transportation services for conference/event attendees.</li> <li>• Arrange Support Services for the Disabled - support services for any disabled attendees comfort and equal opportunity to attend and receive event information.</li> <li>• Management Post conference Materials and Correspondence.</li> <li>• Arrange for Storage and Dispositions of Event Materials - storage and disposition of event materials.</li> </ul>
<b>Conference Reports</b>	<ul style="list-style-type: none"> <li>• Provide Status Support - event status reports</li> <li>• Manage Pre-Conference and Conference Materials - develop and distribute pre-conference materials, name tags, electronic media, attendee kits, etc.</li> <li>• Provide Event-Specific Performance Based Reports - Event-specific performance-based reports, attendee surveys, saving summaries, sub-contractor performance.</li> <li>• Manage Conference /Event Finances - reports of conference expenses</li> <li>• Post Event Reports - mighty reports - event expenditures compare estimate to actuals, summary of performance, performance of web-based communicators, staff performance, saving reports.</li> </ul>
<b>Other Services</b>	Arrange VIP Services - limousines, honoraria, security, translators.

## HRSA Conference Vehicle

Comparison Item	Contract Feature
<b>Title/Name of contract</b>	HRSA Logistical Support IDIQ (Dixon Group; Lux Consulting; BL Seaman; Millennium Services; and Focus Group)
<b>Period of Performance</b>	July 31, 2009 - July 30, 2014
<b>Current contract year</b>	Year 4
<b># of Small &amp; Large Contractors</b>	5 HUBZone holders
<b>Max dollar amount of contract</b>	\$50M
<b>Annual business</b>	\$6.5M per year
<b>Available to Other Agencies?</b>	Only available to HRSA
<b>Website</b>	None
<b>Contract Officer</b>	Carolyn Taylor
<b>Assisted Acquisitions</b>	Only thru IAA

Comparison Item	Contract Feature
Contract # and copy	HHS250200976007I; HHS250200976008I; HHS250200976009I; HHS250200976010I; HHS2502010000011
Unique characteristics	Exclusive set-aside for HUBZone vendors.
Type of Vehicle	IDIQ
Type of Task Orders	FFP, T&M, CRFF, Performance Based
Order Limits	Minimum for life of contract: \$2,500; Maximum per order \$10M.
Time to make award	10 days
Fee Amount	None (if via IAA, 8% Overhead is charged)
Force Majeure Clause	None included, we add a task to SOWs requesting that the contractor minimize attrition charges and/or enter into hotels contract that don't have cancellation fees.
SOW Summary	Logistical support services for this contract include: (1) developing conference plans and policies; (2) developing conference/meeting technical materials; (3) managing conference logistics; (4) managing conference communications; (5) staffing and planning diagnostic site visits; <i>and</i> (6) providing technical assistance.
Terms & Conditions	<ul style="list-style-type: none"> <li>Contain all FAR and HHSAR clauses</li> <li>Reimbursement in accordance with Federal Travel Regulations</li> <li>SOW describes typical tasks areas for events, but requires each task order to specify the actual tasks to be performed.</li> </ul>
Conference Planning Services	<p><b>Develop conference Plans and Policies</b> - Identify pre-meeting materials (conference agenda, meeting schedule, etc.) and develop planning documents and milestone.</p> <p><b>Develop conference/meeting Technical materials</b> - Obtain expert to develop materials for conference, send copies to participants, all materials to support conference.</p>
Conference Support Services	<p><b>Manage conference/Meeting Logistics</b> - conference site, hotel contract, audiovisual equipment, reimbursement airfare and ground transportation, pre-registration, online registration, report number of attendees, use bar coding, provide sign language, fiscal management, public relations, conference proceedings thank you letters.</p> <p><b>Arrange for Speakers</b> - obtain speakers, reimburse speakers, obtain report from speakers</p>
Conference Reports	<p><b>Meeting preparation and Materials Dissemination</b> - managing list of participants, mailing list, name tags, nameplates, prepare binders, packet, etc.</p> <p><b>Reporting Requirements</b> - monthly reports accomplishment and problems, meeting costs, final cost reports.</p>
Other Services	<b>Technical Assistance</b> - conduct diagnostic compliance site visits to review a grantee programs; writing and editorial services, continuing Education Units.

## NIH Conference Contract Vehicles

Comparison Item	Contract Feature
Title/Name of contract	NIH Conference, Administrative, and Travel Services II (NIHCATS II)
Period of Performance	Nov 11, 2011 - Oct 31, 2012 w/ 4 option periods
Current contract year	Option Year 2
# of Small & Large Contractors	12 Small Businesses, 8 Large Businesses
Max dollar amount of	Base ceiling: \$23M, Option Yr 1: \$40M (due to carry over). Total of

Comparison Item	Contract Feature
contract	\$123M for 5 years
Annual business	\$8M per year
Available to Other Agencies?	Available to HHS and other Federal agencies.
Website	<a href="http://NIHCATSII.olao.od.nih.gov">http://NIHCATSII.olao.od.nih.gov</a>
Contract Officer	Lisa Adams and William Bartelmes. COR Jeff Klein
Assisted Acquisitions	No- however, it's up for consideration and debate
Contract # and copy	NIHOD2008093. Copy is on NIHCATS II website.
Unique characteristics	The NIHCATS II contracts have been reserved as a Partial Small Business set-aside. Task order proposals for domestic services with an estimated value of \$500,000 and below will receive priority consideration for award to small businesses. Small business reservation does not preclude large business from submitting proposals on any task order. Allows collection of registration fees for NIH.
Type of Vehicle	IDIQ
Type of Task Orders	FFP, T&M
Order Limits	Minimum for life of contract: \$250; Maximum order: \$115,920,000
Time to make award	45 days
Fee Amount	1% fee for all task orders issued for agencies other than NIH
Force Majeure Clause	None currently, but one is being developed.
SOW Summary	The geographic scope of this requirement includes the Continental United States and abroad in remote locations. ID/IQ; 1. Travel Support 2. Meeting and Conference Support 3. Documentation Support 4. Administrative Support 5. Website Design, Development, and Maintenance Support
Terms & Conditions	<ul style="list-style-type: none"> <li>Contain all FAR and HHSAR clauses</li> <li>Reimbursement in accordance with Federal Travel Regulations</li> <li>SOW describes typical tasks areas for events, but requires each task order to specify the actual tasks to be performed.</li> </ul>
Conference Planning Services	<b>Contract and Task Order Management</b> - Project management, project controls and contract administration.
Conference Support Services	<p><b>Meeting Conference support</b>- secure hotel contract, develop meeting website, registration, on-site support, post conference summary, weekly status report, registration, audit visual equipment, evaluating and statistical analysis support, transcribe proceedings, audiovisual equipment, collection of third party payment</p> <p><b>Administrative Support</b> - administrative support for conferences, workshops, symposiums, focus groups, meetings, editing and publishing newsletters, brochures, graphics support, postal services courier services distribution letters, documents or other materials by electronic mail.</p>
Conference Reports	<b>Documentation Support</b> - briefing materials, power point, materials for distribution, program documentation, abstract papers, summary reports, proceedings of working meetings, translation of documents, translators, and translation.
Other Services	<b>Website Design, Development, and Maintenance Support/Internet Support</b> - design, develop, and materials websites on the internet; newsletters, brochures, manuscripts, publications, and

Comparison Item	Contract Feature
	pamphlets, text and graphic design/conversation for conference and meeting support, technical support for site maintenance (overall IT support).

## GSA Schedule Conference Contract Vehicles

Comparison Item	Contract Feature
<b>Title/Name of contract</b>	Advertising and Integrated Marketing Solutions (AIMS) - 541-4D
<b>Period of Performance</b>	GSA schedules generally have a 5 year base and 5 one year options
<b>Current contract year</b>	Varies depending on contract holder
<b># of Small &amp; Large Contractors</b>	175 Contractor all small business
<b>Max dollar amount of contract</b>	\$403M in one year
<b>Annual business</b>	\$42M only for Events management
<b>Available to Other Agencies?</b>	All federal agencies
<b>Website</b>	<a href="http://www.gsa.gov/portal/category/21149">www.gsa.gov/portal/category/21149</a>
<b>Contract Officer</b>	Dion Duarte
<b>Assisted Acquisitions</b>	
<b>Contract # and copy</b>	Schedule 541
<b>Unique characteristics</b>	Negotiated labor categories and subject to SCA; Other direct cost negotiated with ceiling amounts; allows no cost contracts
<b>Type of Vehicle</b>	IDIQ
<b>Type of Task Orders</b>	FFP, T&M
<b>Order Limits</b>	Generally minimum: \$100; Maximum varies per schedule holder. Generally \$1M per sing and \$3M per order
<b>Time to make award</b>	Min - 48 hours if using e-buy
<b>Fee Amount</b>	.75% included in labor rates and paid by schedule holders
<b>Force Majeure Clause</b>	Subject to Commercial clauses
<b>SOW Summary</b>	Services include the making of all necessary arrangements for conferences, seminars and trade shows. Event-marketing services may include but are not limited to the following services for a show, event and/or booth.
<b>Terms &amp; Conditions</b>	GSA Terms and Conditions for commercial items 52.212 - *
<b>Conference Planning Services</b>	Project Management
<b>Conference Support Services</b>	<ul style="list-style-type: none"> <li>• Coordination and implementation of their party participation</li> <li>• Audiovisual and information technology support</li> <li>• Design and editing productions</li> <li>• Mailing and other communication with attendees including pre-post meeting mailings/travel support and computer database creation</li> <li>• Automation and telecommunications support</li> <li>• Editorial services</li> <li>• On-site meeting and registration support</li> <li>• Reservation of facilities</li> <li>• Site location research</li> <li>• Topic and speaker identification</li> </ul>
<b>Conference Reports</b>	Allows to add reporting requirements
<b>Other Services</b>	Schedule 541-4D holders also have other SINs under the 541 schedule.



## AHRQ 1 Conference Contract Vehicle

Comparison Item	Contract Feature
Title/Name of contract	General Logistics and Meeting Support Services for AHRQ (Lux Consulting Froup, Inc.)
Period of Performance	6/12/2012 to 6/11/2015 (full period with options)
Current contract year	Base year
# of Small & Large Contractors	1-8 (a)
Max dollar amount of contract	\$3,999,999
Annual business	insufficient knowledge to date; Minimum guarantee was \$5000
Available to Other Agencies?	Just AHRQ
Website	N/A
Contract Officer	Monica Gibson
Assisted Acquisitions	No
Contract # and copy	HHSA290201200005I
Unique characteristics	AHRQ use only
Type of Vehicle	Single Award IDIQ
Type of Task Orders	FFP with cost reimbursement for travel in accordance with Travel Regulations
Order Limits	Total for all tasks for the life of the contract is \$3,999,999
Time to make award	Depends upon requirement
Fee Amount	N/A since this is a vehicle for AHRQ use only
Force Majeure Clause	No
SOW Summary	Some of the various efforts which can be ordered include: event coordination for meeting, and conference; manage logistics for all phases of the event planning process including site selection, facilitation, registration, agenda, signage, materials development, exhibitor, speaker, VIP coordination, travel arrangements, onsite assistance, recording, reporting, event evaluation and related follow-up activities. Some of the various efforts which can be ordered
Terms & Conditions	<ul style="list-style-type: none"> <li>Contains normal FAR and HHSAR clauses</li> <li>Reimbursement in accordance with Federal Travel Regulations</li> <li>SOW describes typical tasks areas for events, but requires each task order to specify the actual tasks to be performed.</li> </ul>
Conference Planning Services	<ul style="list-style-type: none"> <li>Provide event coordination for meetings, and conferences ranging in size.</li> <li>Manage all logistics for all phases of event planning process.</li> <li>Perform all related follow-up activities.</li> </ul>
Conference Support Services	<ul style="list-style-type: none"> <li>Meeting Conference support- secure site location, identify key experts when necessary , transcribe proceedings, audiovisual equipment, collection of third party payment</li> <li>Arrange for travel for all non-federal employees</li> </ul>
Conference Reports	Ensure prompt preparation of meeting notes, transcripts or reports.
Other Services	Pay all consultant fees as appropriate

## AHRQ 2 Conference Contract Vehicle

Comparison Item	Contract Feature
Title/Name of contract	Support for AHRQ Annual Conference and National Advisory Council (Capital Consulting Corporation)
Period of Performance	05/19/11 to 05/18/16 (full period with options)
Current contract year	Option Year 1
# of Small & Large Contractors	1- Small SDVOSB
Max dollar amount of contract	\$6,379,612 (including yearly options)
Annual business	This is a CPAF contract with estimated yearly costs for each year. It's not an IDIQ
Available to Other Agencies?	Just AHRQ
Website	N/A
Contract Officer	Monica Gibson
Assisted Acquisitions	No
Contract # and copy	HHSA290-201100005C
Unique characteristics	AHRQ use only
Type of Vehicle	Single Award CPAF with T/M for up to 5 SNAC meetings yearly
Type of Task Orders	No Task orders exist.
Order Limits	No Task Order mechanism. Up to 5 AHRQ SNAC meetings can be exercised yearly. There are up to five T/M modifications which can be exercised yearly. There are no order limits however, there are not-to-exceed amount for each year
Time to make award	approximately 180 calendar days
Fee Amount	N/A since this is a vehicle for AHRQ use only
Force Majeure Clause	No
SOW Summary	Logistics Support for the AHRQ Annual Meeting and National Advisory Council (NAC) with options to provide support to NAC subcommittees and provide AHRQ with a Strategic Meeting Planner.
Terms & Conditions	<ul style="list-style-type: none"> <li>• Contains normal FAR and HHSAR clauses</li> <li>• Reimbursement in accordance with Federal Travel Regulations</li> <li>• Describes specific task areas for the meeting</li> </ul>
Conference Planning Services	<ul style="list-style-type: none"> <li>• Provide pre-meeting support.</li> <li>• Provide project management and Communications.</li> <li>• Provide meeting reporting and evaluation.</li> </ul>
Conference Support Services	<ul style="list-style-type: none"> <li>• Meeting Conference support- secure hotel contract, develop meeting website, registration, on-site support, post conference summary, weekly status report, registration, audit visual equipment, evaluating and statistical analysis support, transcribe proceedings, audiovisual equipment, collection of third party payment</li> <li>• Perform Site search and contract with appropriate venue for meeting</li> <li>• Arrange for room blocks for attendees</li> <li>• Arrange Registration Services - registration services, hotel and transportation tracking, per diem, contract information</li> <li>• Arrange Audio/Visual Services - A?V Equipment</li> <li>• On-site meeting and registration support</li> <li>• Management Post conference Materials and Correspondence</li> </ul>
Conference Reports	<ul style="list-style-type: none"> <li>• Provide progress reports regularly</li> <li>• Provide summary reports from selected sessions</li> <li>• Provide meeting evaluation and report post meeting.</li> </ul>

Comparison Item	Contract Feature
Other Services	Website Registration Design and support, web layout of program book, and handouts, collecting presentations from presenters and videos of plenary sessions and making them 508 compliant

## Appendix 3: Government Conference Venues

Select a Venue from the list below to learn more.

Agency	Facility Name, & Address	Capacity & Seating Styles
AHRQ	<a href="#">John M. Eisenberg Building, Conference Room</a> 540 Gaither Road Rockville, MD 20850	• Theater Conference: 300
FDA	<a href="#">White Oak, Room 1A003</a> , Harvey W. Wiley Building 5100 Paint Branch Parkway, College Park, MD	• Theater: 225
GSA	<a href="#">Wilbur J. Cohen Building Auditorium</a> 330 Independence Ave. SW, Washington DC	• Auditorium:380
IHS	<a href="#">Rhoades Conference Center</a> - 4th Floor, Rooms A, B, C 801 Thompson Avenue, Rockville, MD	• Conference:100
NIH	45 Center Drive <a href="#">Auditorium (undivided)</a> , Bethesda, MD	• Theater: 1,000
NIH	45 Center Drive <a href="#">Auditorium (divided)</a> , Bethesda, MD	• Theater: 500
NIH	45 Center Drive <a href="#">Balcony A, B, C</a> Bethesda, MD	• Theater: 100
NIH	45 Center Drive <a href="#">Room E1/E2</a> , Bethesda, MD	• Theater: 150 • Classroom: 80 • Conference: 40
NIH	45 Center Drive <a href="#">Room F1/F2</a> , Bethesda, MD	• Theater: 80 • Classroom: 40 • Conference: 30
NIH	10 Center Drive, <a href="#">Masur Auditorium</a> , Bethesda, MD	• Theater: 492
NIH	10 Center Drive, <a href="#">Lipsett Auditorium</a> , Bethesda, MD	• Theater: 260
NIH	10 Center Drive, <a href="#">Hatfield 2-3330 and Hatfield 2-3750</a> Bethesda, MD	• Theater: 52 • Classroom: 32 • Conference: 20
NIH	10 Center Drive, <a href="#">Hatfield 4-3330</a> , Bethesda, MD	• Theater: 38 • Classroom: 25 • Conference: 16
NIH	<a href="#">5635 Fishers Lane</a> (Undivided), Rockville, MD	• Theater: 200 • Classroom: 132
NIH	6001 Executive Blvd., <a href="#">Room A1/A2</a> , Bethesda, MD	• Theater: 70 • Classroom: 36 • Conference: 36
NIH	6001 Executive Blvd., <a href="#">Room B1/B2</a> , Bethesda, MD	• Theater: 48 • Classroom: 28 • Conference: 28
NIH	6001 Executive Blvd., <a href="#">Room C</a> , Bethesda, MD	• Theater: 100 • Classroom: 60 • Conference: 48
NIH	6001 Executive Blvd., <a href="#">Room D</a> , Bethesda, MD	• Theater: 77 • Classroom: 40 • Conference: 28
NIH	6001 Executive Blvd., <a href="#">Room E</a> , Bethesda, MD	• Conference: 12
NIH	6001 Executive Blvd., <a href="#">Room F</a> , Bethesda, MD	• Conference: 10

Agency	Facility Name, & Address	Capacity & Seating Styles
NIH	6001 Executive Blvd., <a href="#">Room G</a> , Bethesda, MD	• Conference: 22
NIH	6001 Executive Blvd., <a href="#">Room H</a> , Bethesda, MD	• Conference: 24
NIH	6001 Executive Blvd., <a href="#">Room J</a> , Bethesda, MD	• Conference: 24
OS	Hubert H. Humphrey Building, <a href="#">Room 5051</a> , 200 Independence Ave. SW, Washington DC	• Theater: 65 • Classroom: 40 • Conference: 32
OS	Hubert H. Humphrey Building, <a href="#">Room 800</a> , 200 Independence Ave. SW, Washington DC	• Theater: 135 • Classroom: 90 • Open Square: 35 • U-Shape: 30
OS	Hubert H. Humphrey Building, <a href="#">Room 505A and 705A</a> , 200 Independence Ave. SW, Washington DC	• Theater: 85 • Classroom: 40 • Conference: 32
OS	Hubert H. Humphrey Building, <a href="#">Great Hall</a> , 200 Independence Ave. SW, Washington DC	• Theater: 350

## Detailed Descriptions

### AHRQ Conference Room

Comparison Item	Description
Facility Name, & Address	John M. Eisenberg Building, Conference Room, 540 Gaither Road Rockville, MD 20850
Capacity & Seating Styles	Theater Conference: 300
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Internet (additional charge may apply)</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Available at additional cost</li> <li>• Venue will provide contacts for these types of services</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite for a fee</li> <li>• Metro not available</li> </ul>
Point of Contact	<a href="#">Jim Nieberding</a> , (301) 427-1346
Comments	Cost for security, A/V equipment, parking and Internet may apply.

### FDA White Oak Room 1A003

Comparison Item	Description
Facility Name, & Address	White Oak, Room 1A003, Harvey W. Wiley Building 5100 Paint Branch Parkway, College Park, MD
Capacity & Seating Styles	Theater: 225
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Setup assistance</li> <li>• Internet access</li> <li>• Flip charts with markers</li> <li>• Podium with microphone</li> <li>• Tables in front of auditorium with chairs (if needed)</li> </ul>

Comparison Item	Description
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Projector and screen</li> <li>• Polycom</li> <li>• Sound system</li> <li>• Wireless &amp; Table microphones</li> <li>• Video/audio recording</li> <li>• Webcast/video conferencing</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro not available</li> </ul>
Point of Contact	<a href="#">Darlene Cezair</a> , (240) 402-2165
Comments	Two breakout rooms, available onsite - 24 person seating capacity with removable wall that can accommodate up to 100.

### GSA Cohen Auditorium

Comparison Item	Description
Facility Name, & Address	Wilbur J. Cohen Building Auditorium 330 Independence Ave. SW, Washington DC
Capacity & Seating Styles	Auditorium: 380
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Podium</li> <li>• Microphone</li> <li>• Stage</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Available at an additional cost</li> <li>• Venue will provide contacts for these types of services</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Public parking available at 409 3rd Street SW: 1 Hr: \$8 2 Hr: \$16 Max: \$17</li> <li>• Metro: Federal Center SW (Blue/Orange Line)</li> </ul>
Point of Contact	Joe Carpenter, (202) 619-0510
Comments	<ul style="list-style-type: none"> <li>• Purchasing Vehicle: IAA</li> <li>• Required to pay for the cost of security. The number of guards is based on the number meeting attendees.</li> </ul>

### IHS Rhoades Conference Center

Comparison Item	Description
Facility Name, & Address	Rhoades Conference Center - 4th Floor, Rooms A, B, C 801 Thompson Avenue, Rockville, MD
Capacity & Seating Styles	Conference: 100
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> </ul>
A/V Equipment Includes	None

Comparison Item	Description
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Garage parking nearby</li> <li>• Metro: Twinbrook (Red Line)</li> </ul>
Point of Contact	<a href="#">Suzie Giampetroni</a> , (301) 443-4932
Comments	<ul style="list-style-type: none"> <li>• IHS does not provide Internet access or A/V equipment</li> <li>• Meeting participants are responsible for their own parking expenses, room setup and breakdown</li> </ul>

### NIH (Undivided) Auditorium

Comparison Item	Description
Facility Name, & Address	<a href="#">45 Center Drive Auditorium</a> (undivided) Bethesda, MD
Capacity & Seating Styles	Theater: 1,000
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video conferencing</li> <li>• Overflow (video &amp; audio) to other conference rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$8,440</li> <li>• Half day (&lt; 4 hrs) - \$8,440</li> <li>• Two hours (&lt;2 hrs) - \$8,440</li> <li>• One hour (&lt;1 hr) – N/A</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH (Divided) Auditorium

Comparison Item	Description
Facility Name, & Address	<a href="#">45 Center Drive Auditorium</a> (divided) Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• LCD projection</li> </ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video conferencing</li> <li>• Overflow (video &amp; audio) to other conference rooms</li> <li>• Full video production services</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$4,120</li> <li>• Half day (&lt; 4 hrs) - \$2,575</li> <li>• Two hours (&lt;2 hrs) - \$1,885</li> <li>• One hour (&lt;1 hr) – \$1,885</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Balcony A, B, and C

Comparison Item	Description
Facility Name, & Address	<a href="#">45 Center Drive Balcony A, B, and C</a> Bethesda, MD
Capacity & Seating Styles	Theater: 100
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> </ul>



Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Overflow (video &amp; audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$1,440</li> <li>• Half day (&lt; 4 hrs): \$875</li> <li>• Two hours (&lt;2 hrs): \$670</li> <li>• One hour (&lt;1 hr): \$670</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH E1/E2

Comparison Item	Description
Facility Name, & Address	<a href="#">45 Center Drive Room E1/E2</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 150</li> <li>• Classroom: 80</li> <li>• Conference: 40</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video &amp; audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$2,575</li> <li>• Half day (&lt; 4 hrs): \$1,545</li> <li>• Two hours (&lt;1 hr): \$1,160</li> <li>• One hour (&lt;1 hr): \$1,160</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH F1/F2

Comparison Item	Description
Facility Name, & Address	<a href="#">45 Center Drive Room F1/F2</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"><li>• Theater: 80</li><li>• Classroom: 40</li><li>• Conference: 30</li></ul>
Meeting Space Includes	<ul style="list-style-type: none"><li>• LCD projection</li><li>• Network connection</li><li>• 35mm slide projection</li><li>• Dual 35mm slide projection</li><li>• Overhead projector</li><li>• VHS Playback</li><li>• Laser Pointer</li><li>• Flipchart</li><li>• Whiteboard</li></ul>
A/V Equipment Includes	<ul style="list-style-type: none"><li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li><li>• Audio cassette recording</li><li>• Teleconferencing</li><li>• Hearing impaired devices</li><li>• Video Conferencing (ISDN)</li><li>• Overflow (video and audio) rooms</li><li>• Full video production services</li></ul>
Min/Max Rate	<ul style="list-style-type: none"><li>• Full day (&gt; 4 hrs): \$1,545</li><li>• Half day (&lt; 4 hrs): \$925</li><li>• Two hours (&lt;2 hrs): \$695</li><li>• One hour (&lt;1 hr): \$695</li></ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"><li>• Parking onsite</li><li>• Metro: Medical Center (Red Line)</li></ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH Masur Auditorium

Comparison Item	Description
Facility Name, & Address	<a href="#">10 Center Drive, Masur Auditorium</a> Bethesda, MD
Capacity & Seating Styles	Theater: 492
Meeting Space Includes	<ul style="list-style-type: none"><li>• LCD projection</li><li>• Network connection</li><li>• 35mm slide projection</li><li>• Dual 35mm slide projection</li><li>• Overhead projector</li><li>• VHS Playback</li><li>• Laser Pointer</li><li>• Flipchart</li></ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Whiteboard</li> </ul>
<b>A/V Equipment Includes</b>	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
<b>Min/Max Rate</b>	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$4,120</li> <li>• Half day (&lt; 4 hrs): \$2,475</li> <li>• Two hours (&lt;2 hrs): \$1,855</li> <li>• One hour (&lt;1 hr): \$927.50</li> </ul>
<b>Parking &amp; Metro Accessibility</b>	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
<b>Point of Contact</b>	<a href="#">NIH Events Management</a> , (301) 435-2208
<b>Comments</b>	Purchasing Vehicle: IAA

### NIH Lipsett Auditorium

Comparison Item	Description
<b>Facility Name, &amp; Address</b>	<a href="#">10 Center Drive, Lipsett Auditorium</a> Bethesda, MD
<b>Capacity &amp; Seating Styles</b>	Theater: 260
<b>Meeting Space Includes</b>	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
<b>A/V Equipment Includes</b>	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
<b>Min/Max Rate</b>	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$3,090</li> <li>• Half day (&lt; 4 hrs): \$1,885</li> <li>• Two hours (&lt;2 hrs): \$1,390</li> <li>• One hour (&lt;1 hr): \$1,390</li> </ul>
<b>Parking &amp; Metro Accessibility</b>	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
<b>Point of Contact</b>	<a href="#">NIH Events Management</a> , (301) 435-2208
<b>Comments</b>	Purchasing Vehicle: IAA

## NIH Hatfield Rooms 2-330 and 2-3750

Comparison Item	Description
Facility Name, & Address	<a href="#">10 Center Drive, Hatfield 2-3330 and 2-3750</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 52</li> <li>• Classroom: 32</li> <li>• Conference: 20</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Teleconferencing</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$775</li> <li>• Half day (&lt; 4 hrs): \$465</li> <li>• Two hours (&lt;2 hrs): \$360</li> <li>• One hour (&lt;1 hr): \$180</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH Hatfield Room 4-3330

Comparison Item	Description
Facility Name, & Address	<a href="#">10 Center Drive, Hatfield 4-3330</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 38</li> <li>• Classroom: 25</li> <li>• Conference: 16</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Teleconferencing</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$775</li> <li>• Half day (&lt; 4 hrs): \$465</li> </ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Two hours (&lt;2 hrs): \$360</li> <li>• One hour (&lt;1 hr): \$180</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: Medical Center (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Fishers Lane Auditorium

Comparison Item	Description
Facility Name, & Address	<a href="#">5635 Fishers Lane (Undivided)</a> Rockville, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 200</li> <li>• Classroom: 132</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs): \$3,090</li> <li>• Half day (&lt; 4 hrs): \$1,885</li> <li>• Two hours (&lt;2 hrs): \$1,390</li> <li>• One hour (&lt;1 hr): \$1,390</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building (Max: \$6 per day)</li> <li>• Metro: Twinbrook (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Executive Blvd, Room A1/A2

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room A1/A2</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 70</li> <li>• Classroom: 36</li> <li>• Conference: 36</li> </ul>

Comparison Item	Description
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Lavalier &amp; Table microphone</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing (ISDN)</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$1,275</li> <li>• Half day (&lt; 4 hrs) - \$775</li> <li>• Two hours (&lt;2 hrs) - \$570</li> <li>• One hour (&lt;1 hr) - \$570</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Executive Blvd, Room B1/B2

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room B1/B2</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 48</li> <li>• Classroom: 28</li> <li>• Conference: 28</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> </ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$980</li> <li>• Half day (&lt; 4 hrs) - \$620</li> <li>• Two hours (&lt;2 hrs) - \$440</li> <li>• One hour (&lt;1 hr) - \$440</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Executive Blvd, Room C

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room C</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 100</li> <li>• Classroom: 60</li> <li>• Conference: 48</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$1,545</li> <li>• Half day (&lt; 4 hrs) - \$925</li> <li>• Two hours (&lt;2 hrs) - \$695</li> <li>• One hour (&lt;1 hr) - \$695</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH Executive Blvd, Room D

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room D</a> Bethesda, MD
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 77</li> <li>• Classroom: 40</li> <li>• Conference: 28</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, Table, &amp; Aisle Microphones</li> <li>• Audio cassette recording</li> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> <li>• Overflow (video and audio) rooms</li> <li>• Full video production services</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$1,275</li> <li>• Half day (&lt; 4 hrs) - \$775</li> <li>• Two hours (&lt;2 hrs) - \$570</li> <li>• One hour (&lt;1 hr) - \$570</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## NIH Executive Blvd, Room E

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room E</a> Bethesda, MD
Capacity & Seating Styles	Conference: 12
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Audio recording</li> </ul>



Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Teleconferencing</li> <li>• Hearing impaired devices</li> <li>• Video Conferencing</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$310</li> <li>• Half day (&lt; 4 hrs) - \$185</li> <li>• Two hours (&lt;2 hrs) - \$156</li> <li>• One hour (&lt;1 hr) - \$78</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking garage adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Executive Blvd, Room F

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room F</a> Bethesda, MD
Capacity & Seating Styles	Conference: 10
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Hearing impaired devices</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$310</li> <li>• Half day (&lt; 4 hrs) - \$185</li> <li>• Two hours (&lt;2 hrs) - \$156</li> <li>• One hour (&lt;1 hr) - \$78</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

### NIH Executive Blvd, Room G

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room G</a> Bethesda, MD
Capacity & Seating Styles	Conference: 22
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> </ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
<b>A/V Equipment Includes</b>	<ul style="list-style-type: none"> <li>• Podium, Lavalier, &amp; Table Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Video Conferencing</li> </ul>
<b>Min/Max Rate</b>	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$980</li> <li>• Half day (&lt; 4 hrs) - \$620</li> <li>• Two hours (&lt;2 hrs) - \$440</li> <li>• One hour (&lt;1 hr) - \$440</li> </ul>
<b>Parking &amp; Metro Accessibility</b>	<ul style="list-style-type: none"> <li>• Parking adjacent to building</li> <li>• Metro: White Flint (Red Line)</li> </ul>
<b>Point of Contact</b>	<a href="#">NIH Events Management</a> , (301) 435-2208
<b>Comments</b>	Purchasing Vehicle: IAA

#### NIH Executive Blvd, Room H

Comparison Item	Description
<b>Facility Name, &amp; Address</b>	<a href="#">6001 Executive Blvd., Room H</a> Bethesda, MD
<b>Capacity &amp; Seating Styles</b>	Conference: 24
<b>Meeting Space Includes</b>	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
<b>A/V Equipment Includes</b>	<ul style="list-style-type: none"> <li>• Podium, Lavalier, &amp; Table Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Video Conferencing</li> </ul>
<b>Min/Max Rate</b>	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$980</li> <li>• Half day (&lt; 4 hrs) - \$620</li> <li>• Two hours (&lt;2 hrs) - \$440</li> <li>• One hour (&lt;1 hr) - \$440</li> </ul>
<b>Parking &amp; Metro Accessibility</b>	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: White Flint (Red Line)</li> </ul>
<b>Point of Contact</b>	<a href="#">NIH Events Management</a> , (301) 435-2208
<b>Comments</b>	Purchasing Vehicle: IAA

## NIH Executive Blvd, Room J

Comparison Item	Description
Facility Name, & Address	<a href="#">6001 Executive Blvd., Room J</a> , Bethesda, MD
Capacity & Seating Styles	Conference: 24
Meeting Space Includes	<ul style="list-style-type: none"> <li>• LCD projection</li> <li>• Network connection</li> <li>• 35mm slide projection</li> <li>• Dual 35mm slide projection</li> <li>• Overhead projector</li> <li>• VHS Playback</li> <li>• Laser Pointer</li> <li>• Flipchart</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium, Lavalier, &amp; Table Microphones</li> <li>• Audio recording</li> <li>• Teleconferencing</li> <li>• Video Conferencing</li> </ul>
Min/Max Rate	<ul style="list-style-type: none"> <li>• Full day (&gt; 4 hrs) - \$775</li> <li>• Half day (&lt; 4 hrs) - \$465</li> <li>• Two hours (&lt;2 hrs) - \$360</li> <li>• One hour (&lt;1 hr) - \$360</li> </ul>
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Parking onsite</li> <li>• Metro: White Flint (Red Line)</li> </ul>
Point of Contact	<a href="#">NIH Events Management</a> , (301) 435-2208
Comments	Purchasing Vehicle: IAA

## OS Humphrey Building, Room 5051

Comparison Item	Description
Facility Name, & Address	<a href="#">Hubert H. Humphrey Building, Room 5051</a> 200 Independence Ave. SW, Washington DC
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 65</li> <li>• Classroom: 40</li> <li>• Conference: 32</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Room setup</li> <li>• Network connection</li> <li>• Whiteboard</li> </ul>
A/V Equipment Includes	Teleconferencing
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Public parking: 409 3rd Street SW: 1 Hr: \$8 2 Hr: \$16 Max: \$17</li> <li>• Metro: Federal Center SW (Blue/ Orange Line)</li> </ul>
Point of Contact	<a href="#">Jean Allen</a> , (202) 619-0814
Comments	<a href="#">HHH Meeting Room Reservation Team Checklist</a>

## OS Humphrey Building, Room 800

Comparison Item	Description
Facility Name, & Address	<a href="#">Hubert H. Humphrey Building, Room 800</a> 200 Independence Ave. SW, Washington DC
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 135</li> <li>• Classroom: 90</li> <li>• Open Square: 35</li> <li>• U-Shape: 30</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Room setup</li> <li>• Network connection</li> <li>• Flipchart</li> <li>• Whiteboard</li> <li>• Podium with microphone</li> <li>• Overhead projector</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Lavalier (2) &amp; Table (3) microphones</li> <li>• Video/Audio recording</li> <li>• Teleconferencing (Metro Area Only)</li> <li>• Webcasting</li> <li>• Video</li> <li>• Conferencing Sound system</li> <li>• Projector</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Public parking: 409 3rd Street SW: 1 Hr: \$8 2 Hr: \$16 Max: \$17</li> <li>• Metro: Federal Center SW (Blue/ Orange Line)</li> </ul>
Point of Contact	<a href="#">Jean Allen</a> , (202) 619-0814
Comments	<a href="#">HHH Meeting Room Reservation Team Checklist</a>

## OS Humphrey Building, Rooms 505A and 705A

Comparison Item	Description
Facility Name, & Address	<a href="#">Hubert H. Humphrey Building, Room 505A and 705A</a> 200 Independence Ave. SW, Washington DC
Capacity & Seating Styles	<ul style="list-style-type: none"> <li>• Theater: 85</li> <li>• Classroom: 40</li> <li>• Conference: 32</li> </ul>
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Room setup</li> <li>• Network connection</li> <li>• Flipchart</li> <li>• Whiteboard</li> <li>• Portable podium</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Drop-down projector screen</li> <li>• Portable podium with wired microphone</li> <li>• Teleconference (metro-area only)</li> </ul>

Comparison Item	Description
	<ul style="list-style-type: none"> <li>• Video/audio recording</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Public parking: 409 3rd Street SW: 1 Hr: \$8 2 Hr: \$16 Max: \$17</li> <li>• Metro: Federal Center SW (Blue/ Orange Line)</li> </ul>
Point of Contact	<a href="#">Jean Allen</a> , (202) 619-0814
Comments	<a href="#">HHH Meeting Room Reservation Team Checklist</a>

### OS Humphrey Building, Great Hall

Comparison Item	Description
Facility Name, & Address	<a href="#">Hubert H. Humphrey Building, Great Hall</a> 200 Independence Ave. SW, Washington DC
Capacity & Seating Styles	Theater: 350
Meeting Space Includes	<ul style="list-style-type: none"> <li>• Room setup</li> <li>• Network connection</li> <li>• Flipchart</li> <li>• Whiteboard</li> <li>• Podium</li> <li>• Overhead projector</li> </ul>
A/V Equipment Includes	<ul style="list-style-type: none"> <li>• Podium (1) &amp; Lavalier (2) microphones</li> <li>• Teleconference (metro-area only)</li> <li>• Webcasting</li> <li>• Sound system</li> </ul>
Min/Max Rate	None
Parking & Metro Accessibility	<ul style="list-style-type: none"> <li>• Public parking: 409 3rd Street SW: 1 Hr: \$8 2 Hr: \$16 Max: \$17</li> <li>• Metro: Federal Center SW (Blue/ Orange Line)</li> </ul>
Point of Contact	<a href="#">Jean Allen</a> , (202) 619-0814
Comments	<a href="#">HHH Meeting Room Reservation Team Checklist</a>